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TRANSMITTAL # 5

MEMORANDUM

DATE: August 25, 2004
TO: Idaho Workforce Development Council
FROM: Lois S. Bauer, Administrator 
RE: State Senior Employment Services Coordination Plan

ACTION REQUESTED: Review and Solicitation of Comments: State Senior Employment Services Coordination Plan

Background Information

The Idaho Commission on Aging was designated by the Governor as the administrative entity for the Senior Community Service Employment Program (SCSEP) in 1978. The SCSEP Program is authorized by Title V of the Older Americans Act. The Idaho Commission on Aging (ICOA) is also the state agency designated to administer all programs under the Older Americans Act.

The Older Americans Act (OAA) was re-authorized by Congress in late 2000. The re-authorized OAA contains language providing that the Governor of each State complete an annual State Senior Employment Services Coordination Plan; the language is found at Section 503 of the Older Americans Act.

The State agency responsible for the administration of the State SCSEP grant is directed to take the lead to assure that a State Plan is prepared. The U.S. Department of Labor, Division of Older Worker Programs, encourages the Governor to include a broad array of partners and stakeholders, such as the State Workforce Development Council, in the development of the plan.

Plan Purpose

The purpose of the plan is to improve coordination among organizations that can be engaged in older worker activities. The planning process is intended to be a vehicle to enhance employment services for older individuals.

Initial Plan Development and Evolution: Program Years 2001-2003

ICOA solicited Plan input from each SCSEP grantee operating within Idaho. ICOA provided a summary of the Plan approach to the Office of the Governor, the Commissioners of the ICOA, the Area Agency on Aging Directors as well as the Idaho Workforce Development Council during February 2001. Idaho's initial Senior Employment Services Coordination Plan was submitted May 16, 2001. The Plan described the coordination framework created as a result of the system building efforts to establish Idaho's One-Stop Career system. The Plan also described steps to be taken to extend and improve coordination.

For PY 2002, goals were expanded to increase access to aging services through Idaho's One-Stop system and to work collectively with our WIA partners in establishing an equitable approach for the allocation of shared costs for Idaho's One-Stop Career Centers.

During PY 2003, the U.S. Department of Labor initiated a competitive procurement process for the national grant portion of the Senior Community Service Employment Program (state and local government entities were exempted from the competition.) Additionally, the U.S. Department of Labor announced that the new data to be used to assess the location of the SCSEP eligible population versus the current distribution of people being served would not be available in June 2003.

As a result, the primary coordination goal for Idaho's Program Year 2003 Plan was to minimize disruption and promote a seamless transition for all SCSEP enrollees and host sites impacted by the procurement outcome. The secondary coordination goal was to work with the successful applicants to assure that SCSEP resources are equitably distributed throughout Idaho based on the location of the eligible SCSEP population.

Plan Focus: Program Year 2004

ICOA convened a meeting in February 2004 with all SCSEP grantees operating within the State of Idaho for the purpose of developing coordination goals for the forthcoming year. Grantees participating in the Coordination Planning Meeting included the U.S. Forest Service, Experience Works, the AARP Foundation, and the Idaho Commission on Aging.

Goals for the forthcoming year include:

- Improve the level of coordination between SCSEP grantees and the Local Workforce Investment Boards (LWIBs) and increase participation with the Regional Collaborative Teams within the respective Planning and Service Areas (PSAs).
- Develop Memorandum of Understanding (MOU) content that appropriately reflects relationships and issues germane to SCSEP coordination with the Workforce Investment Act (WIA) and Idaho's One-Stop Career system.
- Strengthen the referral mechanisms between SCSEP grantees and the Area Agencies on Aging in order to broaden the range of services and resources available to SCSEP enrollees and their families.

- Increase communication between SCSEP grantees operating within Idaho on issues of shared interest; specifically (1) implementation of the new SCSEP regulations and associated performance measures; (2) training opportunities for SCSEP participants; and (3) marketing the value of the older worker, i.e. the “Older Worker Prime Time Awards.”
- Increase the number of SCSEP enrollees stationed in Idaho’s One-Stop Career Centers and affiliate One-Stop offices for the purpose of greeting and assisting clientele in the Resource Center.

SENIOR EMPLOYMENT SERVICES COORDINATION FRAMEWORK

Participation of Aging Representatives on Governor’s State Workforce Development Council

The Administrator of the Idaho Commission on Aging is a member of the Idaho State Workforce Development Council.

The lead staff for the State Workforce Development council is Governor Kempthorne’s Labor and Human Services Policy Advisor. The Policy Advisor is supported by an interagency staff team comprised of the key staff of State Workforce Development Agencies. ICOA’s Older Worker Coordinator serves as the aging representative on the Workforce Development Council staff team.

Initially, a State Management Team was formed to guide development of Idaho’s One-Stop system, and subsequently, a State Leadership Team was established to guide development of state WIA policy recommendations for the One-Stop system. ICOA’s Older Worker Coordinator represented senior employment services on both of these state level teams. The State Leadership Team also includes representatives from the Idaho Department of Labor, Department of Health and Welfare, Division of Vocational Rehabilitation, Commission for the Blind, Office of the State Superintendent of Public Instruction, Division of Professional Technical Education, the Department of Corrections and the Idaho Migrant Council.

State level Cooperative Agreement and Action Plan

The State Leadership Team developed a Cooperative Agreement and Action Plan that reflects an ongoing commitment to improve state level systems and provide support to local programs. The initial plan addressed those items identified as most important to improved services at the local level. Those focused on an upgrade of the Idaho Works information system, an effort to address barriers to the sharing of information, a renewed effort to explore data sharing at point of intake and identification of opportunities to use administrative records to capture status and outcome information.

Local Level Coordination Framework: One-Stop Operator Status

The Idaho Commission on Aging and/or the State SCSEP Service Provider serve as the One-Stop Operator in Workforce Investment Areas I, II, III, and V and VI:

Area I – North Idaho	Idaho Commission on Aging – One-Stop Operator Partner Coeur d’Alene Job Service – State SCSEP Program Operator serving Area I is also the program operator for the WIA and Dislocated Worker Program.
Area II – North Central Idaho	Lewiston Job Service – State SCSEP Program Operator serving Area II is also the One-Stop Operator for the WIA Adult and Dislocated Worker Programs.
Area III – Southwest Idaho	Workforce Essentials – State SCSEP Program Operator serving Area III is also the One-Stop Operator for the WIA Adult Program.
Area IV – South Central Idaho	College of Southern Idaho/Area Agency on Aging – State SCSEP Program Operator. Older Worker staff are co- located full-time in the Regional One-Stop Career Center.
Area V – Southeast Idaho	Pocatello Job Service – State SCSEP Program Operator serving Area V is also the One-Stop Operator for the WIA Adult and Dislocated Worker Programs.
Area VI – Eastern Idaho	Eastern Idaho Special Services/Area Agency on Aging – State SCSEP Program Operator serving Area VI is also the One-Stop Operator Partner.

Local Workforce Investment Board Membership: Aging Representatives:

Area I -- Workforce Investment Board -- Aging Representative	Pearl Bouchard, Director Area Agency on Aging North Idaho College
Area II -- Workforce Investment Board -- Aging Representative	Jenny Zorens, Director Area Agency on Aging Community Action Partnership
Area III -- Workforce Investment Board -- Aging Representative	Bill Brewer, Commissioner Idaho Commission on Aging
Area IV -- Workforce Investment Board -- Aging Representative	Jim Fields, Director Area Agency on Aging College of Southern Idaho
Area V -- Workforce Investment Board -- Aging Representative	Barbara Nash Area V Advisory Council on Aging
Area VI Workforce Investment Board -- Aging Representative	Russ Spain, Director Area Agency on Aging Eastern Idaho Special Services Agency

Local One-Stop Committee/Regional Collaborative Team Participation: Older Worker Staff

As part of the One-Stop Career system planning and implementation efforts, Regional collaborative Teams were established in each of Idaho's six workforce investment areas. Teams consisted of a diverse array of system partners. All State-administered SCSEP project operators, AARP Foundation, Experience Works, and the U.S. Forest Service were represented.

With the transition to the Workforce Investment Act, the Regional Collaborative Teams evolved into One-Stop Career system Committees. However, the structure and membership of each area's One-Stop Committee has, essentially, mirrored that of the Collaborative Team.

INVOLVEMENT OF ORGANIZATIONS AND INDIVIDUALS AND THE SOLICITATION OF PUBLIC COMMENTS

Integration with existing public participation processes: To avoid duplication of effort, ICOA will present the entire planning process for all aging services as an integrated whole via Idaho's State Plan on Aging.

The Senior Employment Services Coordination Plan is incorporated into the Idaho State Plan on Aging (Older Americans Act of 1965, as amended (OAA)). The State OAA Plan is a four-year plan that may be amended each year. The same public participation processes used for Idaho's State Plan on Aging are, therefore, used for the Senior Employment Services Coordination Plan. Entities identified for Coordination Plan participation are also targeted as participants under the broader OAA State Plan and/or the Workforce Investment Act (WIA) State Plan. The State Senior Employment Services Coordination Plan will also be available on the ICOA web site for public review and comment.

During the interim years, modifications to the State Senior Employment Services Coordination Plan will be (1) discussed during the annual Senior Employment Coordination and Equitable Distribution meeting convened by ICOA and (2) presented to the Commissioners of the Idaho Commission on Aging and Area Agency on Aging Directors for approval and (3) will be described in the annual SCSEP Grant Application submitted to the U.S. DOL. Any major modifications will be submitted to the Idaho State Workforce Council. Coordination activities and/or funding decisions impacted by WIA will be incorporated, once formalized. In the event WIA decisions are not formalized prior to April 1, the changes will be incorporated during the next modification cycle.

The Idaho State Workforce Development Council was initially informed of the new Coordination Plan requirement at their May 2001 State Workforce Development Council Meeting. In subsequent years, ICOA prepares a transmittal for the State Workforce Development council that summarizes the State Plan but details specific coordination goals established for the forthcoming year. The purpose is to inform and invite comments on how coordination can be further enhanced. State Workforce Council Transmittals are distributed to local elected officials, all Local Workforce Investment boards, labor organizations, employers,

employment and training organizations, state partner agencies and other interested parties who are on the Idaho State Workforce Development Council mailing list.

Idaho's Workforce Systems Bureau Chief, Cheryl Brush, met with the SCSEP grantees to discuss coordination opportunities with the WIA/One-Stop Career System on February 10, 2004. Coordination goals for 2004 will be presented to the Idaho State Workforce Development Council, for review and comment, at their next meeting.

The full State Plan and all attachments are available upon request from the ICOA.